

Name: _____

Social Security #: _____

DO NOT SUBSTITUTE A RESUME FOR THIS SECTION

EMPLOYMENT EXPERIENCE: Begin with your present or last job. Describe each specific job (**especially starting and ending dates**) since attaining the age of **eighteen**. List all experience including military experience. Failure to list all experience can result in rejection of your application, especially where a background check is conducted. It is very important that you describe your duties and responsibilities on each position listed. Applicable Volunteer Experience may be listed. Also please account for periods of unemployment. PLEASE LIST EACH POSITION IN A SEPARATE SPACE, EVEN IF YOU WERE WITH THE SAME COMPANY.

Have you ever been suspended or dismissed or forced to resign from employment? ☐ Yes ☐ No If yes, list dates and reasons why. _____

Company Name: _____ Type of Business: _____ Company Address: _____ Name of Immediate Supervisor: _____ Supervisor's Position Title: _____	Mo. Yr.	Mo. Yr.
	Starting Date: <input type="text"/> - <input type="text"/> - <input type="text"/>	Ending Date: <input type="text"/> - <input type="text"/> - <input type="text"/>
	Position Title: _____	
	Approx.: Start Base Salary _____	Final Base Salary _____
	Part Time <input type="checkbox"/> Average Hrs. _____ Full Time <input type="checkbox"/> Per Week _____	<div>Internal use only</div>

Explain reason for leaving or wanting to leave: _____

Please describe your duties and responsibilities: _____

May we contact your present employer now? Yes ☐ No ☐ If no, when? _____

Employer's phone number: _____

Company Name: _____ Type of Business: _____ Company Address: _____ Name of Immediate Supervisor: _____ Supervisor's Position Title: _____	Mo. Yr.	Mo. Yr.
	Starting Date: <input type="text"/> - <input type="text"/> - <input type="text"/>	Ending Date: <input type="text"/> - <input type="text"/> - <input type="text"/>
	Position Title: _____	
	Approx.: Start Base Salary _____	Final Base Salary _____
	Part Time <input type="checkbox"/> Average Hrs. _____ Full Time <input type="checkbox"/> Per Week _____	<div>Internal use only</div>

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Explain reason for leaving or wanting to leave: _____

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